

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2559

Page 1 of 1

Agency

Agriculture

Division/Unit

Plant Industries & Pest Management

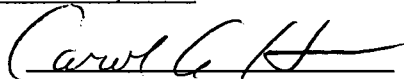
Plant Protection & Weed Management

| Item No. | Description | Retention |
|----------|---|---|
| 1. | <p><u>Apiary/Beekeeper Records</u></p> <p>File contains information regarding beekeepers, inspection, registration and licensing of bees.</p> | Permanent. Retain for three (3) years, then transfer to Archives. |
| 2 | <p><u>Nursery Inspection Records</u></p> <p>File contains information regarding nurseries, plant dealers, plant brokers, phytosanitary certificates, plant pest quarantines, federal permits to move plant pests into Maryland. Ginseng dealers and collectors and the Plant Certification Program.</p> | Retain for three (3) years, then destroy. |

Schedule Approved by Department, Agency, or Division Representative.

Date November 1, 2010

Signature



Typed Name Carol A. Holko

Title Program Manager

Schedule Authorized by State Archivist

Date

8 NOV 2010

Signature



| | | |
|---|--|--|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS-550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small> | AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u> |
| 1. Department/Agency Agriculture | 2. Division Plant Industries & Pest Management | 3. Unit Plant Protection & Weed Management |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | |
| 4. Record Series Title Apiary/Beekeeper Records | 5. Earliest Year/Latest Year 2005 to 2010 | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These folders contain information regarding beekeepers, inspection, registration and licensing of bee colonies. Maryland law mandates the regulation of the above activities and requires that records be kept. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Oracle Database</u> | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ |
| 11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Headquarters Room 345 | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 3 years | |
| 19. Name and Title of Preparer Carol A. Holko | 20. Telephone Number 410-841-5920 | 21. Date August 26, 2010 |

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|--|--|---|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small> | AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u> |
| 1. Department/Agency Agriculture | 2. Division Plant Industries & Pest Management | 3. Unit Plant Protection & Weed Management |
| DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. | | |
| 4. Record Series Title Nursery Inspection and Plant Certification Records | 5. Earliest Year/Latest Year <u>2005</u> to <u>2010</u> | |
| 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These folders contain information regarding the following: Nurseries, Plant Dealers, Plant Brokers, Phyto Sanitary Certificates, Plant Pest Quarantines, Federal permits to move plant pests into Maryland, Ginseng Dealers and Collectors, Plant Certification Program. Maryland law mandates the regulation of the above activities and requires that records be kept. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Oracle Database</u> | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume <u>38</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Headquarters Room 345 | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Alphabetic and numerical index card file. | 18. Recommended Retention 3 years | |
| 19. Name and Title of Preparer Carol A. Holko | 20. Telephone Number 410-841-5920 | 21. Date August 26, 2010 |